

दक्षिण पश्चिम रेलवे  
South Western Railway

Headquarters Office  
Materials Management Department  
Hubli - 580 020.  
Date : 26.12.2017.

No. S/IX(25)/Training (Staff)

PCPO/SWR

(Attn: Shri. G.R.S Rao, Dy.CPO/Gaz)

Sub: Training of all Railway Employees under project "Saksham"

Ref: 1. Your office letter No. SWR/P.673/Trg/Project Saksham dtd.20.12.17  
2. This office even no.letter dtd.13.12.2017

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With reference to the above, this office has already been conveyed that MMD/HQ (PCMM/O/SWR/UBL) has formulated two training modules for all MMD staff as under:

1. Module -I: Head Quarters Module -Covering topics of HQ matters
2. Module -II: Depot Module -Covering topics of Depot matters

Further, schedule of training will be arranged as per annexure (enclosed).

Encl:a/a

26.12.17  
(Rajendra Solanki)  
Dy. Chief Materials Manager,  
For Principal CMM

**Table-A (1):** Tentative Training schedule for HQ Module to be conducted at MMMD/HQ Conference Hall **2 Hours each for five days for Staff of HQ/UBL, GSD/UBL, MSD/UBL, DSD/UBL and Divn/UBL**

Batch No.	From and To	Staff	Remarks
01.	08/01/2018 to 12/01/2018	MMMD/HQ	Total Group C Staff at HQ is 60. Training to be conducted for 20 Staff per batch (Total 3 Batches)
02.	22/01/2018 to 29/01/2018 (26/01/2018, Friday is a Holiday)		
03.	12/02/2018 to 19/02/2018 (14/02/2018, Tuesday is a Holiday)		
04.	09/04/2018 to 13/04/2018	GSD/UBL, MSD/UBL,	Total Group C Staff at GSD/UBL, MSD/UBL,
05.	23/04/2018 to 27/04/2018	DSD/UBL & DIVN/UBL	DSD/UBL & DIVN/UBL is 84. Training to be
06.	07/05/2018 to 11/05/2018		conducted for 21 Staff per batch (Total 4
07.	21/05/2018 to 25/05/2018		batches)

**Table-A (2):** Tentative Training schedule for HQ Module to be conducted at STC/SBC for **two full days for Staff of DSD/KJM, DSD/SBC & DIVN/SBC. Nominated HQ Officers and Senior Supervisors will be deputed to STC/SBC.**

01.	02/04/2018 and 03/04/2018	DSD/KJM, DSD/SBC &	Total Group C Staff at DSD/KJM, DSD/SBC &
02.	16/04/2018 and 17/04/2018	DIVN/SBC	DIVN/SBC is 30. Training to be conducted for
			15 Staff per batch in two full days (Five Hours
			each day)

**Table-A (3):** Tentative Training schedule for HQ Module to be conducted at Auction Hall of MGSD/AP for **two full days for Staff of MGSD/AP and DIVN/MYS. Nominated HQ Officers and Senior Supervisors will be deputed to MGSD/AP.**

01.	30/04/2018 & 01/05/2018	DSD/KJM, DSD/SBC &	Total Group C Staff at MGSD/AP & DIVN/MYS
02.	14/05/2018 to 15/05/2018	DIVN/SBC	is 42. Training to be conducted for 21 Staff per
			batch in two full days (Five Hours each day)

DY. CMM/5&8IC

**Table-B:** Tentative Training schedule for Depot Module to be conducted at GSD/UBL 2 Hours each for five days for Staff of GSD/UBL, MSD/UBL, DSD/UBL, Divn/UBL & HQ/UBL

Batch No.	From and to	Staff	Remarks
01.	08/01/2018 to 12/01/2018	GSD/UBL, MSD/UBL, DSD/UBL & DIVN/UBL	Total Group C Staff at GSD/UBL, MSD/UBL, DSD/UBL & DIVN/UBL is 84. Training to be conducted for 21 Staff per batch (Total 4 batches)
02.	22/01/2018 to 29/01/2018 (26/01/18, Friday is a Holiday)		
03.	12/02/2018 to 19/02/2018 (14/02/18, Tuesday is a Holiday)		
04.	26/02/2018 to 05/03/2018 (02/03/18, Friday is a Holiday)		
05.	09/04/2018 to 13/04/2018	MMD/HQ	Total Group C Staff at HQ is 60. Training to be conducted for 20 Staff per batch (Total 3 Batches)
06.	23/04/2018 to 27/04/2018		
07.	07/05/2018 to 11/05/2018		

**Table-C:** Tentative Training schedule for Depot Module to be conducted at DSD/KJM-2 Hours each for five days for Staff of DSD/KJM, DSD/SBC & DIVN/SBC

Batch No.	From and to	Staff	Remarks
01.	08/01/2018 to 12/01/2018	DSD/KJM, DSD/SBC & DIVN/SBC	Total Group C Staff at DSD/KJM, DSD/SBC & DIVN/SBC is 30. Training to be conducted for 15 Staff per batch (Total 2 Batches)
02.	22/01/2018 to 29/01/2018 (26/01/18, Friday is a Holiday)		

**Table-D:** Tentative Training schedule for Depot Module to be conducted at MGSD/AP-2 Hours each for five days for Staff of MGSD/AP & DIVN/MYS

Batch No.	From and to	Staff	Remarks
01.	08/01/2018 to 12/01/2018	DSD/KJM, DSD/SBC & DIVN/SBC	Total Group C Staff at DSD/KJM, DSD/SBC & DIVN/SBC is 42. Training to be conducted for 21 Staff per batch (Total 2 Batches)
02.	22/01/2018 to 29/01/2018 (26/01/18, Friday is a Holiday)		

Total Group C staff (Information obtained over phone from field Units) & HQ/UBL

HQ/UBL	MGSD/AP	GSD/UBL	MYS DIVN	MSD/UBL	DSD/KJM	DSD/UBL	DSD/SBC	UBL DIVN	SBC DIVN
60	33	34	9	27	13	15	10	8	7

Dy.CMM/SAIC  
For PCMM/SWR

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Hubli - 580  
Date : 13.12.20

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PCPO/SWR

(Attn: Shri. G.R.S Rao, Dy.CPO/Gaz)

Sub: Training of all Railway Employees under project "Saksham"  
Ref: 1. CRB's D. O. No. E(MPP)/2017/3/25 dated 30.10.2017  
2. Your office letter No. SWR/P.GAZ.SECTION/STAFF MATTERS  
dated 28.11.2017

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As per instructions issued vide the letters under reference, this is to convey that MMD/HQ (PCMM/O/SWR/UBL) has formulated two training modules for all MMD staff as below:

1. Module -I: Head Quarters Module -Covering topics of HQ matters
2. Module -II: Depot Module -Covering topics of Depot matters

Under the above training modules all group C staff of Head Quarters and Field Units, i.e., Depots and Divisions will be trained for five days of 2 hours duration each. The above modules will briefly cover all the topics with the latest procedures and guidelines issued by Railway Board connected to Materials Management Department. The training sessions will be handled by experienced nominated Officers and Senior Supervisors.

Further, schedule of training and will be intimated in due course.

*Jin*  
13.12.17  
(Rajendra Solanki)  
Dy. Chief Materials Manager,  
For Principal CMM

*off*  
*13/12*  
*Ch. o/s*  
*update*  
*GM*  
*(19/12)*

*13/12/17*